
**SENIOR LEGAL TYPIST
LEGAL DIVISION
Permanent/Full-Time
\$2385.00 - \$2899.00 – Range A
\$2665.00 - \$3239.00 – Range B
FINAL FILING DATE: October 3, 2006**

DEPARTMENT SUMMARY:

Are you interested in working for a department where you know that the services you provide make a difference? The VCGCB is comprised of approximately 300 employees who help administer the Victim Compensation and the Government Claims Programs. The Victim Compensation Program helps people who have been a victim of crime to pay medical bills, funeral expenses, treatment for mental health, lost wages, and other crime-related expenses. The Government Claims Program helps members of the public resolve claims against the state. Our mission is to serve our claimants and stakeholders through effective assistance and timely resolution of claims. The VCGCB is a special fund agency under the State Consumer and Services Agency.

All staff employed at the Victim Compensation and Government Claims Board are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible to our clients.

POSITION SUMMARY:

Under the general direction of the Chief Counsel, the Senior Legal Typist performs a variety of secretarial duties and support functions for the Legal Division, which may include the following:

- Types, proofreads, and makes necessary corrections to proposed administrative decisions in accordance with Legal procedures and the California Style Manual.
- Types legal correspondence and decisions; makes corrections in spelling, grammar and punctuation; formats submitted material; stores and retrieves information for final copy; copies, mails and faxes related documents.
- Answers telephones; provides backup assistance to other secretaries.
- Assists in other administrative support duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of technical legal terms.
- Ability to work in Microsoft Word and Outlook.
- Good typing skills and attention to detail.
- Good verbal and interpersonal skills.
- Ability to proof read assignments independently, including the ability to correct spelling, grammar, punctuation and format.

DESIRABLE QUALIFICATIONS:

- Dependability
- Good organizational skills.
- Good telephone skills.



WHO MAY APPLY:

Current candidates in the Senior Legal Typist classification or individuals eligible for appointment (by way of *transfer, list appointment or reinstatement*) to this classification may apply. **In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION AND RESUME TO:

Victim Compensation and Government Claims Board
Attn: Robin Jones/Human Resources
P.O. Box 48,
Sacramento, CA 95812-0048
rjones1@vcgcb.ca.gov
(916) 324-3252

The Board is moving to a nicely located and refurbished building at 400 "R" Street at the end of this year.

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. **Position subject to SROA and Re-employment List policies and procedures. **